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To: Heather Field, Budget Analyst

From: Debra Crowley, Acting Fiscal Administrator, Department of Agriculture

Date: March 23, 2016

Re: Uniform Allowance Request FY 18 & FY 19: NDA Response

Concerning the Department of Agriculture's 2017-2019 Uniform Allowance Schedule:

1. a) i- ii) No packages are to be eliminated and we did not discontinue any items from the previous biennium.
- b) i. We estimate that the following purchase volume for the following items:
 - 332 long sleeve poplins
 - 332 polo shirts
 - 114 T-shirts
 - 81 lightweight jackets
 - 58 work jackets
 - 200 hats

The following is the count for each uniform allowance group:

- Package A: Sixty one (61) qualified staff
- Package B: Seven (7) qualified staff
- Package C: Four (4) qualified staff
- Package E: Four (4) qualified staff
- Package F: Thirteen (13) qualified staff
- Package S: Nineteen (19) qualified staff

- b) ii. The price of hats has increased by request a price increased \$1.20 each.
- 2) We are requesting to add Package A and Package S. Package B has been modified.
- a) Package A – increases the quantity of winter shirts and summer shirts from 4 each year to 5. The employees who qualify for this package are in the field every day.
 - b) Package S – adds 1 hat and 3 T - shirts for the Seasonal workers. These employees work around the public and it is important when working on projects that the public knows who they are and recognize them as an employee of the State. The cost of a T-shirt is \$13.95 each plus a logo at \$6.50 each. See attached quote.
The purpose of Package S is for Seasonal workers that work in the field daily.
 - c) Package B – reduces the number of summer and winter shirts from 5 to 2 each per year.
- 3) Please see attached modified Uniform Policy.